



Requirements for the Workplace Specialist

Workplace Specialist I: Initial (Two year license)

- A. Minimum requirement: High School Diploma. A first applicant must send in a photocopy.
- B: Employment in an accredited educational program to teach in a specific vocational area. This will be verified through Section B of the Workplace Specialist: V-90A form. If working through the Department of Corrections, the applicant must submit a letter on DOC letterhead indicating that employment will occur if license is obtained.
- C: Occupational experience** (Select one):
 - 1. 6,000 hours (3 years) in the last five (5) years.
 - 2. 4,000 hours in the past ten (10) years and demonstration of occupational competency test.
 - 3. 4000 hours in the past ten (10) years and evidence of occupational licensure or occupational proficiency based on approved regional, state, or national board training and evaluation.
 - 4. 4,000 hours in the past ten (10) years and completion of an accredited 2-year or higher degree in the specific certification area
 - 5. 4,000 hours in the past ten (10) years and completion of an apprenticeship or internship program.

****Note: All** occupational experience must be verified submitting letters from current or former employees specifying the following:

- ☐ job titles and duties,
- ☐ hours worked per week,
- ☐ starting/ ending dates,
- ☐ and the name and title of the employer.

This information must be on company letterhead. Only work experience in the certification area will be accepted.

Verification for self-employed: Submit the Profit/Loss statements from the federal income tax returns.

Workplace Specialist I: Renewal

The workplace Specialist Initial Practitioner license may be **renewed/extended for one (1) year only** at the request of the director.

Workplace Specialist II: Original License

The holder of the Occupational Specialist I can be recommended by the university teacher trainer and the vocational administrator upon completion of the following items:

- A: Completion of the 45-clock hour Beginning Teacher Seminar.
- B: Completion of the IMAP including successful completion of the portfolio.
- C: An approved Professional Development Plan (PDP). A copy of the applicant's most current PDP must be on file with the Office of Teacher Certification for the applicant to obtain this license.
- D: Completion of the basic skills test.

If an applicant has more than two years of teaching experience in an accredited K-12 school while under a **valid** license, he/she may be eligible to begin with Workplace Specialist II: Proficient Practitioner license.

Workplace Specialist II: Renewal

The Occupational Specialist II is renewable for an unlimited number of **five**-year terms by completing the following:

- A: Six semester hours of college coursework or 90 clock hours of workshops/seminars or
- B: A combination of three semester hour credits and 45 clock hours
- C: All renewable semester hour credits or clock hours must appear in the applicants previous PDP. A copy of the applicant's most current PDP must be on file with the Office of Teacher Certification for the applicant to obtain this license.